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ABSTRACT

To assist the learner of English as a second language in dealing with the etiquette of certain common forms of correspondence, a series of dialogs, comprehension questions, readings, and points of discussion are presented. The text is illustrated. (JB)

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ED195153

STUDENT LESSON #18

INVITATIONS, THANK-YOU NOTES AND GREETING CARDS

English for Living

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OBJECTIVES

When you complete this unit you will be able to:

1. Invite someone to a party by calling on the telephone.
2. Fill in a written invitation.
3. Accept an invitation.
4. Reject an invitation.
5. Write a thank-you note.

PART 1

SITUATION SETTER

You may invite a person to a party by calling on the telephone.

BACKGROUND TO THE DIALOG

Tomami is calling some friends on the telephone to invite them to a party.

[1]

DIALOG 1

Tomami: Hi, Kimiko. This is Tomami. I'm having a party on Saturday, May 29th. Can you make it?
Kimiko: Yes, I can. Thank you. What time?
Tomami: 8:00. See you then. Bye.
Kimiko: Bye.

COMPREHENSION QUESTIONS

1. Why did Tomami call Kimiko?
2. What did Kimiko tell Tomami?
3. What day is the party?
4. What time is the party?

DIALOG 2

Tomami: Hi, Lee. This is Tomami. I'm having a party on Saturday, May 29th. Can you make it?
Lee: I'm sorry. I won't be able to come.
Tomami: Oh, that's too bad.
Lee: Thank you for asking me.
Tomami: Yes, thank you. Bye.
Lee: Bye.

COMPREHENSION QUESTIONS

1. What did Lee tell Tomami?
2. What did Tomami answer?
3. Do you think Tomami will ask Lee to another party? Why?

ROLE PLAY — Find another student and practice these situations:

1. You are having a party on Sunday, June 6th, at 2:00 p.m. Call a friend and invite him.
2. You are having a party on Friday, May 21st, at 7:30. Call your friend and invite her.
3. Your friend calls you to go to a party on Saturday, June 5th, at 7:00. Accept the invitation.
4. Your friend calls you to go to a party on Sunday, June 20th. You can't make it.

SITUATION SETTER

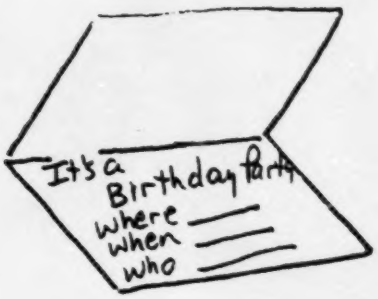
You can also send written invitations for a party. When invitations are sent in the mail, they must give this information:

1. The date
2. The time
3. The place
4. The kind of party
5. Who the party is for
6. Who is giving the party
7. The R.S.V.P. information. (This tells you the person to call, and the date by which you should answer yes or no.)

I'm having a BIRTHDAY PARTY
PSSSST!
YOU'RE INVITED TO A PARTY!
come to a New Year's Eve party!
A GRADUATION PARTY!
we're having an OPEN HOUSE
and you're invited!!!
come to a Christmas Party...

The words on the outside of the invitation usually give the reason for the party.

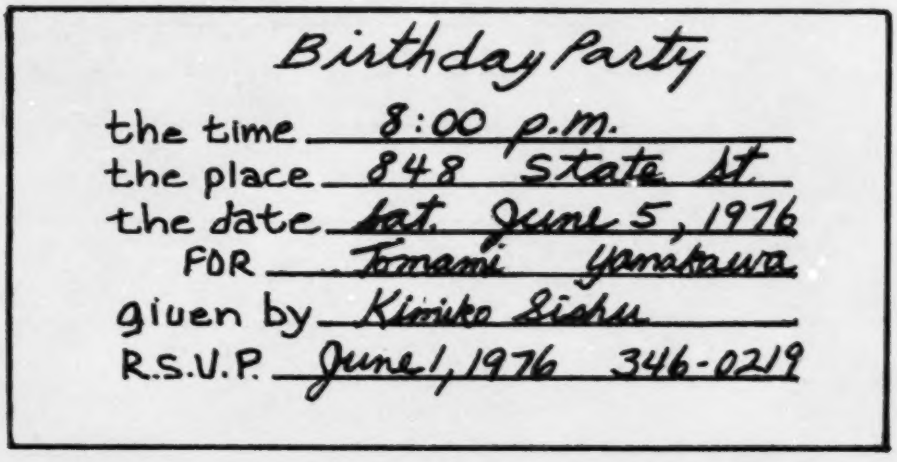
Sometimes when the outside of the invitation only says "You're invited," you must write all the necessary information on the inside. Here is an example:



Most invitations look like this inside:

the time _____
the place _____
the date _____
FOR _____
given by _____
R.S.V.P. _____

You are having a party for a friend, Tomami Yamakawa. It is her birthday. The time is 8:00. The place is 848 State Street. The date is Saturday, June 5, 1976. Your name is Kimiko Sishu. The people must answer you by June 1, 1976. Your phone number is 346-0219. Your invitation would look like this:


Birthday Party
the time 8:00 p.m.
the place 848 State St.
the date Sat. June 5, 1976
FOR Tomami Yamakawa
given by Kimiko Sishu
R.S.V.P. June 1, 1976 346-0219

R.S.V.P. is from the French, meaning "please answer."

When you answer a written invitation by telephone, you may say something like this:

Lee: Hi, Kimiko, this is Lee. Thanks for the invitation for Tomami's party. I'll be able to make it.

Kimiko: I'm glad. Thanks for calling, Lee.

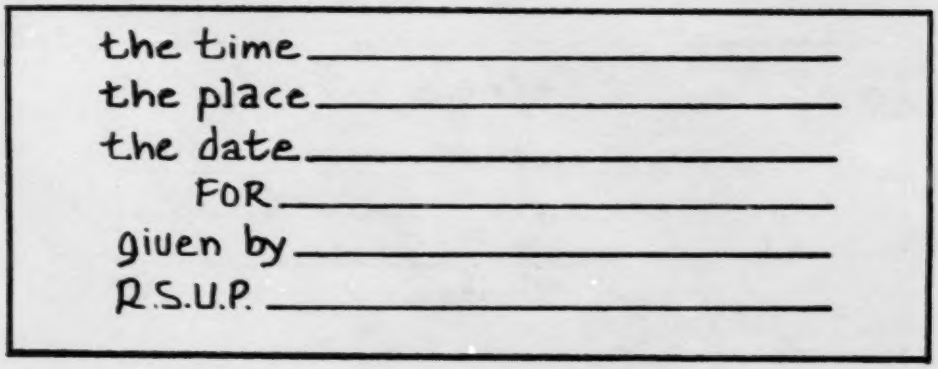
If you cannot go to the party, you say something like this:

Lee: Hi, Kimiko, this is Lee. I got your invitation to Tomami's party. I'm sorry, but I won't be able to make it.

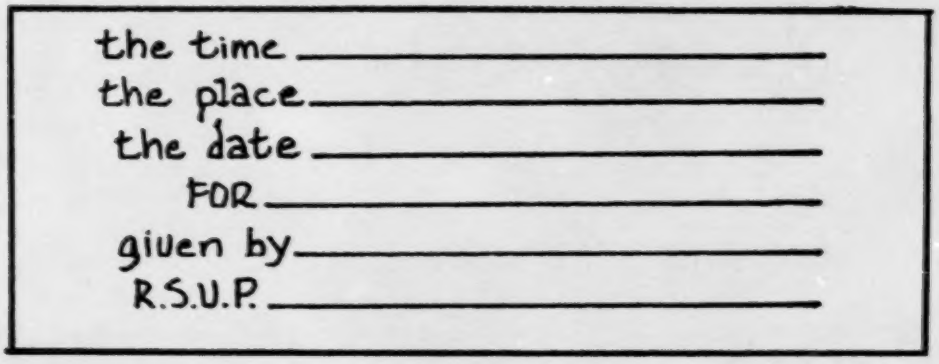
Kimiko: Oh, I'm sorry, too, Lee. Thanks for calling.

SKILL — Fill in the following invitations:

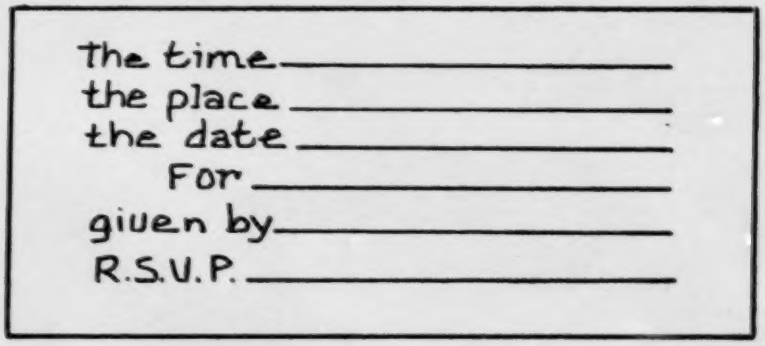
You're giving a birthday party for a friend at 7:30 on Friday, June 4, 1976. The guests must answer by May 29th. Choose the name of a friend. Use your own name, address and telephone number.



You are giving a graduation party for a friend on Saturday, June 5, 1976, at 6:00 p.m. Guests must answer by May 23, 1976. Choose the name of a friend. Use your own name, address and telephone number.



You are giving an open house on Sunday, June 20th, at 4:00 p.m. because you and your family are moving to a new town. The guests must answer by June 14th.



COMPREHENSION QUESTIONS

1. What three kinds of parties are these invitations for?
2. Who is the birthday party for?
3. When is it?
4. Who is the graduation party for?
5. When is it?
6. Why are you having an open house?
7. When is it?
8. What is the important information that must be put in an invitation?
9. In what two ways may an invitation be given?
10. What do you say when you can go to the party?
11. What do you say when you cannot go to the party?
12. What does R.S.V.P. mean?
13. Why is there a date after the R.S.V.P.?
14. Why is there a person's name after the R.S.V.P.?

DISCUSSION QUESTIONS

1. Why do you think R.S.V.P. is necessary?
2. How do you invite people to parties in your country?
3. Do you have anything like R.S.V.P.?
4. What kinds of parties do you have in your country.

THANK-YOU NOTES

Thank-you notes are usually written to thank someone for a gift, or a long visit such as a weekend. You can buy them in a drugstore, a card shop, or a department store. Some have a printed message and you can just sign your name. Others are not printed inside and you can write your own message. Usually, you say something like this:

FOR A GIFT:

Dear Mary,

Thank you for the beautiful necklace. I'm sure I will enjoy wearing it.

Love,
Tomami

FOR A VISIT:

Dear Mr. & Mrs. Yamakawa,

I enjoyed spending the weekend at your house. Everything was so nice. Thank you for your hospitality.

Love,
Kimiko

SKILL

1. Write a thank-you note to your friend. The gift was a book.
2. Write a thank-you note to your aunt and uncle. You spent a week at their house.
3. Write a thank-you note to your cousin. The gift was a sweater.
4. Write a thank-you note to your grandmother and grandfather. You visited them for a weekend.

COMPREHENSION QUESTIONS

1. When do you write thank-you notes?
2. Where can you buy them?
3. What two kinds of thank-you notes can you buy?
4. When do you just sign your name?
5. When do you write your own message?

PART 2

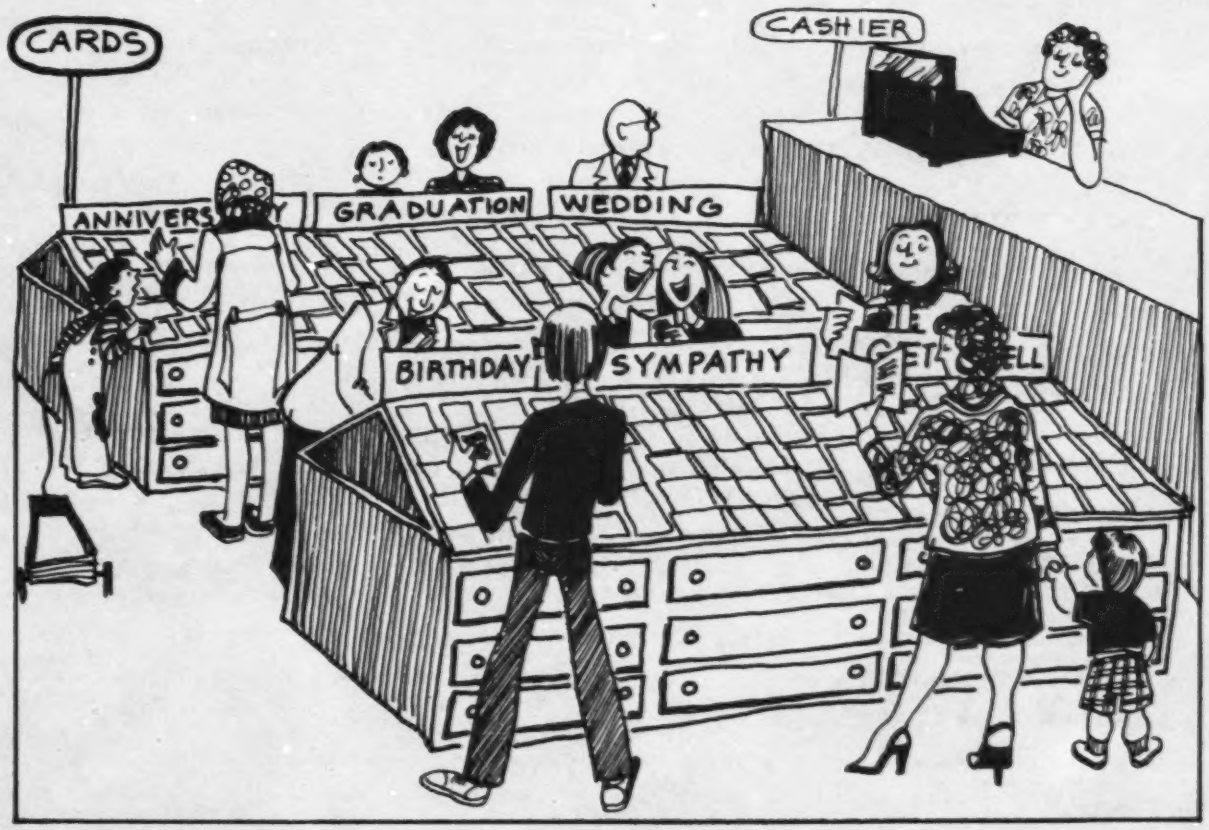
OBJECTIVES

When you finish this unit you will know:

1. What the different kinds of greeting cards are.
2. How to choose the right card.

SITUATION SETTER

Greeting cards are very popular in America. The most common kinds of greeting cards are birthday cards, congratulations cards, sympathy cards, get-well cards, and cards for special days.



READING: GREETING CARDS

BIRTHDAY CARDS

Americans buy birthday cards more often than any other kind of card.

There are special family birthday cards for mothers, fathers, sisters, and brothers. There are cards which are special for friends, teachers, and other people. Some birthday cards are called "general." These are for just about anyone. In the stores, the same kinds of cards are together so you can find them easily.

CONGRATULATIONS CARDS

These greeting cards are used for such things as the birth of a baby, a wedding, an anniversary, a graduation, or an engagement. You can even buy a congratulations card for a person who gets a new house or a new job!

SYMPATHY CARDS

Sympathy cards are sent when someone dies. You should send the card to the person you know best in the family. For example, if your friend's sister dies and you do not know the mother or father, you would send the sympathy card to your friend. The sympathy card means, "I'm sorry."

GET-WELL CARDS

If a friend is sick, at home or in the hospital, you can send a get-well card. A get-well card means, "I hope you will feel better soon."

SPECIAL OCCASION CARDS

Special occasion cards are sent to family and friends on some of the special days during the year; for example, on Thanksgiving, Christmas, Valentine's Day, Easter, Mother's Day, Father's Day, Halloween. The most popular time in the U.S.A. to send a special occasion card is at Christmas. It is the custom for young children to give valentines to each other in their classes in school. Teenagers and adults sometimes send valentines to their girlfriends, boyfriends, husbands or wives.

COMPREHENSION QUESTIONS

1. What are five different kinds of greeting cards?
2. What kind of card do Americans buy most often?
3. Are there different kinds of birthday cards?
4. What are congratulations cards used for?
5. When do you send a sympathy card?
6. What does a sympathy card mean?
7. When do you send a get-well card?
8. What does a get-well card mean?
9. Name some special occasion cards.
10. When is the most popular time in the U.S.A. to send special occasion cards?
11. What kind of special occasion card is most popular with young children?

SKILL

Fill in the blanks:

What kind of greeting card should you send?

THE OCCASION	WHAT KIND OF CARD?
1. Your neighbor has a new job.	_____
2. Lee's uncle died.	_____
3. Mr. and Mrs. Yamakawa have a new house.	_____
4. Your cousin is getting married.	_____
5. Your aunt had a baby.	_____
6. Your friend is 17 years old today.	_____
7. Your teacher is in the hospital.	_____
8. It's February 14th.	_____
9. It's December 25th.	_____
10. Your mom and dad have been married for 20 years today.	_____
11. Your grandmother has the flu. She has to stay in bed for two weeks.	_____

DISCUSSION QUESTIONS

1. Do you send greeting cards in your country? When?
2. Do you find it difficult to buy greeting cards in the U.S.A.? Why, or why not?